



# General Announcements

## Personnel Benefits Information Line

To obtain information regarding Health Insurance (FEHB), Life Insurance (FGLI), Thrift Savings Plan (TSP), or Retirement Estimates and Applications, please contact the Human Resources Service Center Southwest Region (HRSC-SW) at (619) 615-5554 (DSN 245-5554). The FAX number for this office is (619)615-5548 (DSN 245-5548). The email address is: [Benefits@sw.hroc.navy.mil](mailto:Benefits@sw.hroc.navy.mil)

Any mailings for benefits can be sent to:  
**HRSC-SW, ATTENTION: BENEFITS,  
CODE 43, 525 B STREET, SUITE 600,  
SAN DIEGO, CA 92101-4418.**  
(NOTE: The address must be in capital letters).

## Weapons Division Job Announcements

Looking for information about NAWCWD job vacancies? [Click here to see the current listing.](#) And don't forget to check out the [HR Self-Help Site](#) to get more information concerning Employee Benefits and Career Resources. Or, go to the CTC/Jobs Page which can be accessed by clicking the blue button found at the top of the HR Intranet Site Home Page at: <http://hrdmugu.mugu.navy.mil>.

USA Jobs by Phone which lists many available Federal Jobs is available at (912) 757-3000.

## Job Application Process

On October 18, 1999, the Human Resources Services Center, Southwest (HRSC-SW), began using the Standard Automated Inventory and Referral System (STAIRS) to maintain its resume inventory. As a result, the Open Continuous Announcement procedure has been discontinued and the application process has changed slightly. The HRSC-SW Applicant Kit provides

Staffing and  
Placement, Equal  
Employment  
Opportunity,  
Employee  
Development, Labor-  
Management  
Relations, Employee  
Benefits



Human  
Resources  
Department

specific information about how to apply under the new procedure. Under this new process, an employee may have only one resume on file at a time; however, that resume can now be five pages (versus three pages) long, and may be updated at any time. The resume can be used to apply for as many different series as desired: there is no limit. But, the employee must identify at least one series on the resume (see the Applicant Kit, item 16 on the Additional Data Sheet) or it will be returned without action. Another new feature is that resumes can be submitted to the HRSC-SW either electronically through e-mail or in hard copy by U.S. Mail.

Because STAIRS requirements differ from the current inventory system, any resume(s) currently on file at the HRSC will not be used for future referrals. To receive continued consideration for job openings, an employee must submit a new resume using the guidelines provided in the HRSC-SW Applicant Kit. Employees are encouraged to submit a resume to ensure consideration for positions that may be opening. One never knows when the "right" job may come along and under this system, a resume must be on file to be considered. It is also recommended that employees indicate all job series for which they wish consideration. The Additional Data Sheet (not counted as part of the five pages), also included in the Applicant Kit, must be prepared and submitted with the new resume. Refer to the HRSC-SW Applicant Kit for everything you need to know about how to apply under these new procedures and how to obtain faxed copies of the information catalog and individual Civilian Career Flyers. The link to copies of the Applicant Kit and Civilian Career Flyers may be found on the HRDweb site at:

<http://www.nawcwpns.navy.mil/~hrd/resumix/main.htm>.

# Human Resources Department

**Civilian Employee Assistance Program**  
Diane Jolley is Point Mugu's CEAP coordinator. Her office is in Building 373. The CEAP is readily accessible and is for anyone seeking help for themselves or their family. Treatment is completely confidential. Counseling sessions and referrals are available through the CEAP coordinator. If additional help is needed, an appointment can be scheduled with a Therapist or Doctor. Management referrals are also accepted for everyone's benefit. In this time when everything is moving so fast, most people are susceptible to stress and other life problems. So, do not hesitate to utilize these services. For more information call 989-8161.

## **Confidential Depression and Alcohol Screening**

Employees and their families can access a confidential depression and alcohol screening program by calling toll-free (800) 692-3858, 24-hours a day. The Employee Telephone Access Program is an interactive computerized system that administers a self-test via the telephone through a prerecorded series of questions. Callers respond by using the buttons of their push-button phones. Both depression and alcohol screenings (caller may select either or both) are available. Callers receive immediate feedback as to the results of their test(s) and information about the NAWCWD Civilian Employee Assistance Program. This service is free and confidential. For more information on CEAP, call 989-8161 (DSN 351-8161) at Point Mugu and 939-2480 (DSN 437-2480) at China Lake.

## **Leave Donors Needed**

If you wish to help employees who have exhausted their annual and sick leave because of personal or medical emergencies and anticipate being in a leave-without-pay status, [click here](#) for more information.

## **Smoking Cessation Program**

The Branch Medical Clinic Health Promotions Division offers a Smoking/ Nicotine Cessation Program. Classes meet for 5 consecutive weeks, four times a year. All Classes will be held at the Family Services Center. The program will be offering nicotine replacement patches, guided imagery, and visualization by a licensed therapist. Smoking Cessation Programs work successfully when accompanied with personal dedication and commitment. The program is open to all retired military and their dependents. For more information contact the Health Promotions Division, HM1 Settles or Mrs. Edge-Obergfell at 939-8019 or via e-mail at [chilass@tnp10.med.navy.mil](mailto:chilass@tnp10.med.navy.mil).

## **New Registration Process for On-Site Courses**

Effective immediately, NAWC-WD employees will register for Point Mugu and China Lake on-site courses electronically, via the Internet. This new process will replace the old registration procedures, which utilized a combination of hard copy on-site registration forms, telephone call-ins, and e-mail sign-ups. The new electronic registration process provides employees with the same course information that will also continue to be available in the Weaponeer insert.

## **Merit Principles**

### **(Adopted from Section 23901 of Title 5, U.S.C.)**

1. Recruit qualified individuals from all segments of society, and select and advance employees on the basis of merit after fair and open competition.
2. Treat employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition.
3. Provide equal pay for equal work and reward excellent performance.
4. Maintain high standards of integrity, conduct, and concern for the public interest.
5. Manage employees efficiently and effectively.
6. Retain or separate employees on the basis of their performance.
7. Educate and train employees when it will result in better organizational or individual performance.
8. Protect employees from improper political influence.
9. Protect employees against reprisal for lawful disclosure of information in "Whistleblower" situations (i.e., protect people who report things like illegal and/or wasteful activities).

Employees will be able to:

- View upcoming courses and descriptions,
- See which classes are full,
- Be put on an overflow list,
- Register for classes, and
- Cancel from a class

Classes may be viewed by “site ”and by “category and site.” To register, employees will be asked to enter their name, SS#, code, and other information required by DCPDS. Notification will immediately be provided as to the status of enrollment. If the class is full, employees will be given the option of being placed in the overflow listing. Classes coming up later in the fiscal year will be listed under “future classes.” Registration for these classes will be available at a later date. As with all training, employees must have obtained supervisory approval prior to registering for the class.

Codes with employees who do not have access to a computer should designate a training registration POC to assist in course enrollments.

Go to the [HR Webpage](#) and click on “Training ”. If you have any problems or questions call 939-2960 (DSN) 437.

## Prohibited Personnel Practices

### (Adopted from Section 2302 of Title 5,U.S.C.)

Employees who have the authority to take, direct others to take, recommend, or approve personnel actions shall not:

1. Discriminate on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.
2. Solicit or consider employment recommendations based on factors other than personal knowledge or records of jobrelated abilities or characteristics.
3. Coerce an employee's political activity.
4. Deceive or willfully obstruct a person's right to compete for employment.
5. Influence any person to withdraw from competition for any position to improve or injure the employment prospects of another person.
6. Give unauthorized preference or advantage to any person to improve or injure the employment prospects of any particular employee or applicant.
7. Engage in nepotism (hire or promote or advocate the hiring or promotion of relatives within the same agency or component).
8. Retaliate against a whistleblower, whether an employee or an applicant.
9. Retaliate against employees or applicants who exercise their appeal rights, testify or cooperate with an Inspector General or the Special Counsel, or refuse to obey an order that would require the individual to break the law.
10. Discriminate for or against any employee or applicant for employment on the basis of conduct which does not adversely affect the performance of the employee or applicant or the performance of others; except that nothing in this paragraph shall prohibit an agency from taking into account in determining suitability or fitness any conviction of the employee or applicant for any crime under the laws of any State, of the District of Columbia, or of the United States.
11. Violate any law, rule, or regulation that implements or directly concerns the merit principles.
12. Knowingly take or fail to take a personnel action if that action or failure to act would violate a statutory or regulatory veteran 's preference requirement.

## EEO Information

Discrimination in employment based on a person's race, color, religion, sex, national origin, age, disability, or in reprisal for EEO activity is prohibited by federal law and DOD/DON/NAWCWD regulations.

NAWCWD discrimination complaint procedures are in place to provide counseling and processing of all complaints.

Frequently, disputes and issues arise from poor communication, personal conflicts, and other unresolved differences. When these situations develop, all parties have the responsibility to make good faith efforts to address the issues quickly, fairly, and at the lowest possible levels. Neutral third parties may be helpful in sorting out critical issues from other beliefs, rumors, and perceptions. The staff of the EEO Division are available to assist in resolving these conflicts.

The EEO Counselors designated for NAWCWD are:

Nancy Cleland, 939-0200;  
and  
Liz Culver, 989-3224.

As a reminder, an employee must contact an EEO Counselor within 45 days of the alleged discriminatory conduct in order to preserve his/her rights under the law.

Questions regarding the EEO process and/or the EEO Division should be addressed to Arlene Black, Deputy EEO Officer, at 989-3309 (DSN 351-3309).

IN REPLY REFER TO:  
12713 734000E/140 17 Mar 99

## MEMORANDUM FOR ALL HANDS

From: Commander, Naval Air Warfare Center Weapons Division  
Subj: PREVENTION OF SEXUAL HARASSMENT

1. As the Commander of the Naval Air Warfare Center Weapons Division (NAWCWD), I am personally committed to providing all personnel with a work environment that is free from sexual harassment and other sexually inappropriate behavior. The NAWCWD policy is to ensure all employees have an equal opportunity in all aspects of employment and are free from sexual harassment in any form.

2. It is expected that each NAWCWD member fully support a continuing commitment to exhibiting the highest professional behavior and courtesy in accomplishing our mission. All civilian and military members are entitled to be treated fairly with dignity and respect. It is the responsibility of every member of NAWCWD to ensure that sexual harassment is prevented and that any instance of sexual harassment is dealt with swiftly, fairly and effectively. Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to or rejection of such conduct is made either explicitly or implicitly a condition of a person's job, pay, or career, or;
- b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or;
- c. Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

Any person in a supervisory or command position who uses or condones, implicitly or explicitly, sexual behavior to control, influence or affect the pay, job, or career of a military member or civilian employee is engaging in sexual harassment. Similarly, a military member or civilian who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment.

3. Sexually inappropriate behavior is behavior which may not meet the categories listed above for sexual harassment. This type of conduct may consist of jokes or remarks of a sexual nature.

Although sexually inappropriate behavior may not meet the legal definition of sexual harassment, it is not appropriate in the work environment and will not be tolerated. Sexual harassment and sexually inappropriate behavior violates standard of conduct required of all Department of Navy personnel.

4. Individuals, who believe they have been sexually harassed, or offended by sexually inappropriate behavior, should make it clear to the offender that such behavior is offensive, unwelcome and is not to be repeated. Individuals should report the incident to the appropriate supervisory level. If the behavior continues, the individual should contact the EEO Division at (805) 989-3254.

5. Once the supervisor is informed of an incident of alleged sexual harassment, the supervisor must immediately inform the EEO Division at (805) 989-3254. Military personnel should consult with the Military Equal Opportunity (MEO) Office at DSN

437-3634 or commercial (760) 939-3634. All supervisors will report any incidents of alleged sexual harassment to the EEO Division whether or not they are resolved informally. All incidents of sexual harassment will be immediately investigated. At the conclusion of the fact-finding investigation, it is the supervisor's responsibility to take immediate administrative or disciplinary action, if appropriate.

6. If after consulting with the EEO Division, an informal management inquiry is appropriate; a qualified person will be assigned to investigate the alleged sexual harassment incident. Individuals also have the option to pursue their complaint via the EEO/EO complaint process. In these cases an EEO/EO counselor will do the fact-finding. Civilian employees have 45 calendar days from the date of an alleged discriminatory event to bring the matter to the attention of an EEO Counselor. Military members need to contact the MEO Office at DSN 437-3634 or commercial (760) 939- 3634.

7. Mr. Ferdie Carlos is the EEO Counselor assigned to the China Lake site and may be contacted at telephone number DSN437-0200 or commercial (760) 939-0200. Ms. Cec Cilley, DSN 437- 3354 or commercial (805) 989-3354, and Ms. Liz Culver, DSN 437-3224 or commercial (805) 989-3224, are the EEO counselors assigned to the Point Mugu site. LNC Kim Curtis is the Military Equal Opportunity POC and may be contacted at DSN 437-3634 or commercial (760) 939-3634. Allegations of sexual harassment may also be brought to the attention of Ms. Veronica Vasquez, Program Manager for the Prevention of Sexual Harassment. Ms. Vasquez may be reached at DSN 351-3254 or commercial (805) 989-3254.

**C. H. JOHNSTON Acting**



## Hatch Act

The Hatch Act governs the political activity of government employees at the federal, state and local levels. Under the Hatch Act, as amended (5 U.S.C Section 7321, et. Seq.), most federal and D.C. government employees may take an active part in partisan political management and campaigns. These federal employees may:

- Be candidates for public office in nonpartisan elections;
- Join and be an active member of a political party or club;
- Register and vote as they choose;
- Sign and circulate nominating petitions;
- Assist in voter registration drives;
- Campaign for or against referendum questions, constitutional amendments, and municipal ordinances;
- Express opinions about candidates and issues;
- Campaign for or against candidates in partisan elections;
- Contribute money to political organizations;
- Distribute campaign literature in partisan elections;
- Attend and give a speech at a political fund raiser, rally or meeting;
- Hold office in political clubs or parties.

There continue to be important restrictions on employees' political activity. Whether on or off duty, federal employees may not:

- Use official authority or influence to interfere with an election;
- Engage in political activity while on duty, in a government office, while wearing an official uniform or while using a government vehicle;
- Solicit or discourage political activity of anyone with business before his/her agency;
- Become a candidate in a partisan election;
- Solicit, accept or receive political contributions (may be done in certain limited situations by federal labor or other employee organizations).

### **Employees who are prohibited from engaging in political activity:**

Federal employees in the following agencies, divisions or positions are prohibited from engaging in partisan political campaigns or partisan political management:

Federal Elections Commission; Federal Bureau of Investigation; Secret Service; Central Intelligence Agency; National Security Agency; Defense Intelligence Agency; National Imagery and Mapping Agency; Merit Systems Protection Board; Office of Special Counsel; Office of Criminal Investigations of the IRS; Office of Investigative Program of the U.S. Customs Service; Office of Law Enforcement of the Bureau of Alcohol, Tobacco and Firearms; Criminal Division of the Department of Justice; Career members of the Senior Executive Service; Administrative Law Judges; Contract Appeal Board Members.

### **The U.S Office of Special Counsel and the Hatch Act:**

The U.S. Office of Special Counsel (OSC) is authorized by law to provide Hatch Act advisory opinions. These opinions respond to questions from government employees and others about whether or not they may engage in specific political activities under the Act. The OSC also enforces Hatch Act provisions on permissible and impermissible political activity by government employees. It is the only agency authorized to prosecute violations of the Act, which are adjudicated by the Merit Systems Protection Board (MSPB).

### **Penalties:**

The Special Counsel may ask the MSPB to impose any penalty ranging from a 30-day suspension without pay to removal from federal service.

### **How to file a Hatch Act Complaint:**

Individuals may report suspected Hatch Act violations to the OSC. Complaints of such activities should be submitted to the OSC in writing. A complaint form can be found at <http://www.osc.gov>.

### **How to obtain a Hatch Act Advisory Opinion:**

Individuals may request oral and written opinions and advice about activities which are permitted or prohibited by the Hatch Act, and receive an oral or written opinion, as appropriate, from the OSC. Request may be submitted to Hatch Act Unit, U.S. Office of Special Counsel, 1730 M Street, NW (Suite 300), Washington, D.C. 20036-4505, 800-85-HATCH or 202-653-7143. The fax is 202-653-5151. E-mail is [hatchact@osc.gov](mailto:hatchact@osc.gov).

## WELCOME ABOARD!



As a new employee of the Naval Air Warfare Center Weapons Division (NAWCWD), you will be bombarded today with a lot of new information.

In an effort to answer some of your questions, and to make it easier to retain all the information that you will be given today, this guide has been developed for you. While it is not a comprehensive document, it contains material that is considered to be informative and important to you. At the end of this document is you will find a listing of Human Resources personnel, and various web sites that will be helpful to you.

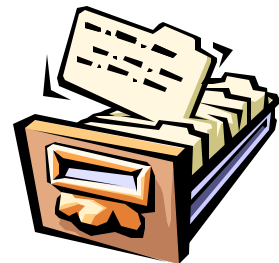
NAWCWD is a center of technical excellence. We welcome you to our community and wish you success!

## ABOUT NAWCWD

NAWCWD is a multi-site organization created in 1992 from the Navy's research, design, test and evaluation (RDT&E) and test and evaluation (T&E) activities China Lake (Naval Weapons Center), Point Mugu (Pacific Missile Test Center) and White Sands (Naval Ordnance Missile Test Station). NAWCWD is a [Naval Air Systems Command](#) activity. The [mission](#) of the Naval Air Warfare Center Weapons Division is to deliver 21st Century aviation solutions enabling dominance from the sea. You can find more information about NAWCWD at [www.nawcwpns.navy.mil](http://www.nawcwpns.navy.mil).

## YOUR PERSONNEL RECORDS

While your local Human Resources Department (HRD) can answer questions for you, your Official Personnel Folder (OPF) is maintained by the Human Resources Service Center (HRSC), Southwest, in San Diego, CA. Any changes to your OPF (i.e., health insurance, life insurance, etc.) will be processed through the HRSC. You can find more information about the HRSC at [www.donhr.navy.mil/hrsc/hrscsw.htm](http://www.donhr.navy.mil/hrsc/hrscsw.htm).



## YOUR PAY

NAWCWD employees are covered by three different pay systems: General Schedule (GS), Federal Wage System (FWS), and the Demonstration Project (Demo).

The GS system encompasses all white-collar, bargaining unit positions at the Point Mugu site. The GS system is divided into 15 grades, each of which has 10 steps. Entry-level hiring into a grade normally is done at step 1, although various personnel flexibilities allow hiring at different steps. The grade level of an initial hire depends largely on the occupation, as does the career progression up through the grades.

The FWS—sometimes called the wage grade or prevailing rate system— is a pay-setting system covering federal employees paid by the hour. The aim is to make sure that federal trade, craft, and laboring employees in a local wage area who do the same kind of work get the same rate of pay. The common wage schedules consist of 15 grades, covering most non-supervisory employees. Schedules for supervisors and leaders are based on the non-supervisory schedules, but are separate from them. In each pay grade, there are five step rates —each 4 percent apart — with the second step based on the going rate in private industry.

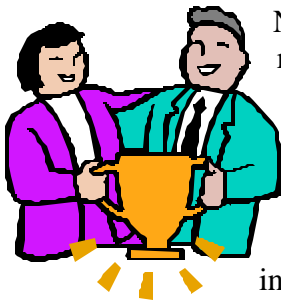
The NAWCWD Demo Project is a complete [performance evaluation](#), [position classification](#), and [pay for performance](#) system that is designed to give increased responsibility and authority for personnel management to [line managers](#).

A key feature of the Demo is its five career paths, or occupational groupings. Each career path has classification/pay levels under the broad-band concept, groupings of the GS-1 through -15 pay grades into broad pay bands, or levels of difficulty. Each of these broad bands encompasses at least two of the GS grades. As a "reality check" on our pay levels, the Demo is [anchored](#) to the General Schedule.

Pay under each system is locality based. For GS and Demo employees, there are 30 or so metropolitan locality pay areas and a catchall “rest of the U.S.” locality for everywhere else within the contiguous 48 states. There are about 130 wage grade locality areas, with the exact number again varying somewhat. In each case, raises are set by local labor market conditions, subject to the availability of funds appropriated by Congress.

You can find more information about your pay and the different pay systems at [www.hrdmugu.mugu.navy.mil/hrd/](http://www.hrdmugu.mugu.navy.mil/hrd/).

### AWARDS



NAWCWD has various award systems for its employees as recognition for ongoing good performance, suggestions, inventions or for special contributions to the agency’s mission. Cash awards, while not directly tied to job performance, may be given at any time during the year.

General schedule employees also may be eligible for quality step increases of one step, based on performance.

Noncash awards such as certificates and similar forms of recognition also can be granted.

### INJURY COMPENSATION

The Federal Employees Compensation Act (FECA), administered for all by the Labor Department, provides workers’ compensation benefits to federal employees who sustain job-related injuries or illnesses. You should report any on-the-job injury to your supervisor as soon as you can.



## **OVERTIME**

The federal government complies with the Fair Labor Standards Act, which provides for minimum standards for both wages and overtime entitlement, and spells out administrative procedures by which covered work time must be compensated. Under the law, overtime is computed at 1 1/2 times the rate of basic pay for work exceeding nine hours a day (for employees under the compressed work schedule) up to the rate of GS-10, step 1. That rate acts as an overtime cap for employees paid above that level.

The head of an agency may approve administratively uncontrollable overtime (AUO) pay for an employee who occupies a position that requires substantial amounts of irregular, unscheduled overtime work which cannot be controlled administratively. Typically, AUO involves law enforcement positions.

## **SPECIAL RATES**

“Special rate” salaries are paid in occupations and in locations that are deemed highly competitive and difficult for the government to recruit and retain employees. Most special rate positions are in engineering, computers and similar technical fields, although there is no restriction by type of occupation.

## **WITHIN-GRADE INCREASES**

GS employees are eligible for within-grade increases, unless they are denied for poor performance, after the following waiting periods: 52 weeks for advancement to steps 2-4; 104 weeks for advancement to steps 5-7; and 156 weeks for advancement to steps 8-10.

## **INCREMENTS FOR DEMO EMPLOYEES**

Demo employees are eligible for increases in salary in the form of increments. The value of an increment varies from pay level to pay level. Increments are awarded once a year at the end of the performance period after performance assessments are completed. There are five possible numerical ratings under Demo, a 1 rating being the best. Employees who receive a 1 rating are eligible for either three or four increments; employees who receive a 2 rating are eligible for two increments; employees who receive a 3 rating are eligible for one increment. Employees who receive less than fully successful performance assessments (either a 4 rating or a 5 rating) are not eligible for increments. The salary increase reflecting the additional increment(s) is effective the first full pay period in October every year.

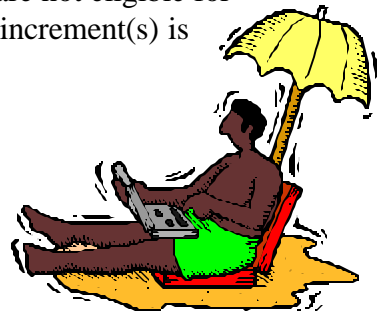
## **LEAVE**

### **Annual Leave**

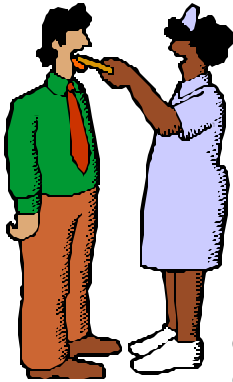
Federal employees earn annual leave according to their length of service. Leave is accrued as follows:

For employees with

- |   |                        |
|---|------------------------|
| • less than 3 years of service:                         | 4 hours per pay period |
| • more than 3 years, but less than 15 years of service: | 6 hours per pay period |
| • more than 15 years of service:                        | 8 hours per pay period |



Most federal employees may carry up to 30 days (240 hours) of annual leave from one leave year to the next.



### **Sick Leave**

Sick leave may be used when you: receive medical, dental, or optical examination or treatment; are incapacitated by physical or mental illness, injury, pregnancy, or childbirth; would, because of exposure to a communicable disease, jeopardize the health of others by your presence on the job; or must be absent from work for adoption-related activities. In addition, you may use a limited amount of sick leave to: provide care for a family member as the result of physical or mental illness, injury, pregnancy, childbirth, or medical, dental, or optical examination or treatment; or make arrangements necessitated by the death of a family member or attend the funeral of a family member.

For full-time employees, the sick leave accrual rate is 13 days a year (hour hours per pay period); for part-time employees, it's one hour for each 20 in pay status. There is no limit on how much can be accumulated.

There are other forms of leave including: compensatory time off; excused absences without loss of pay and without charge to leave; family and medical leave, seven days of paid leave each calendar year (in addition to annual or sick leave) to serve as a bone-marrow donor and 30 days to serve as an organ donor; time off as a form of performance recognition; leave without pay may be used instead of paid leave for various purposes with supervisory approval; religious leave, and military leave.

### **Holidays**

There are 10 legal holidays:

- New Years Day—January 1
- Birthday of Martin Luther King, Jr. —Third Monday in January
- Presidents Day—Third Monday in February
- Memorial Day—Last Monday in May
- Independence Day—July 4
- Labor Day—First Monday in September
- Columbus Day—Second Monday in October
- Veterans Day—November 11
- Thanksgiving Day—Fourth Thursday in November
- Christmas Day—December 25

## **HEALTH INSURANCE**

The Federal Employees Health Benefits (FEHB) program is designed to help protect you and eligible family members from the expenses of illness and accident. Unlike many private sector health benefit plans, it provides coverage without physical examination, places no restrictions on age or physical condition, offers a wide range of plans to choose from and cannot be canceled by the plan in which you enroll.

The cost of the FEHB program is shared by you and the government. On average, the government pays slightly more than 70 percent of the cost. You pay your share of the premium through a payroll deduction. You can use your FEHB benefits as soon as your coverage is effective. There are no waiting periods, required medical examinations or restrictions because of age or physical condition.

There are two types of enrollment in each FEHB plan: self only, which provides benefits only to you; and self and family, providing benefits to you and all eligible family members. A self and family enrollment covers you, your spouse and your unmarried dependent children under age 22.

You can choose from among fee for service (FFS) plans, regardless of where you live, or plans offering a point of service (POS) product and health maintenance organizations (HMO) if you live (or sometimes if you work) within the area serviced by the plan.

Each fall the government holds an “open season” in which you may change plans or change levels of coverage if you wish.

For additional information regarding health insurance, go to [www.opm.gov/insure/index.html](http://www.opm.gov/insure/index.html).

### **LIFE INSURANCE**

The Federal Employees’ Group Life Insurance (FEGLI) program, as the name implies, provides group term life insurance. In most cases, employees are automatically covered by Basic life insurance. In addition to the Basic, there are three forms of Optional insurance that you can elect. You must have Basic insurance in order to elect any of the options.

Unlike Basic, enrollment in Optional insurance is not automatic—you must take action to elect the options.

Unlike the federal health benefits program, which has annual opportunities to join or change coverage levels, FEGLI open seasons are rare; elections of coverage generally must be made when first offered.

The cost of Basic insurance is shared between you and the government. You pay 2/3 of the total cost and the government pays 1/3. Your age does not affect the cost of Basic insurance. You pay the full cost of Optional insurance; the cost of Optional insurance depends on your age. For insurance withholding purposes, the government assumes you reach an age in your first pay period that starts after your birthday.

Most federal employees, including part-time employees, are eligible to enroll. Basic life insurance coverage is effective on the first day you enter in a pay and duty status unless you waive this coverage before the end of your first pay period. You may waive Basic at

any time. Optional insurance generally must be elected within 31 days of an appointment.

For additional information regarding health insurance, go to [www.opm.gov/insure/index.htm](http://www.opm.gov/insure/index.htm).

## RETIREMENT



Almost without doubt you are in the Federal Employees Retirement System (FERS). That system generally covers everyone hired since January 1, 1984. However, if you had previous federal employment under the “old” federal retirement program, the Civil Service Retirement System (CSRS), and were rehired, you may have been rehired under that system or its cousin, called CSRS-Offset, which is a mix of CSRS and Social Security coverage.

If you’re unsure at all which retirement system applies to you, be sure to check that out. The systems have fundamental differences in how benefits accumulate.

Also, certain special rules apply to law enforcement officers, firefighters and air traffic controllers. In general, they contribute slightly more toward retirement and are eligible for a slightly higher benefit than other employees while generally being subject to age-based mandatory retirement. FERS is a three-part retirement system consisting of Social Security coverage, a civil service annuity and the Thrift Savings Plan.

FERS employees retiring with an unreduced annuity after 30 years will receive a basic benefit equal to 30 percent of their high-3 years of average salary as compared to 56.25 percent for CSRS and CSRS-Offset employees. FERS employees will be eligible for a Social Security benefit at age 62.

For more information about retirement benefits, go to [www.opm.gov/retire/index.htm](http://www.opm.gov/retire/index.htm).

### Survivor Benefits Upon Death of Employee

Federal retirement systems protect your loved ones. Under FERS the surviving spouse of an employee who had at least 18 months of creditable civilian service may be eligible for a basic employee death benefit, so long as the spouse:

- was married to the deceased for an aggregate of at least nine months (the nine month requirement does not apply if the death was accidental); or
- was the parent of a child born of the marriage (including one born posthumously, or out of wedlock if the parties later married).

This benefit may be payable to a former spouse (in whole or in part) if a qualifying court so orders. The rules are somewhat different for those under the old CSRS retirement system.

### **THE THRIFT SAVINGS PLAN**

The Thrift Savings Plan (TSP) is a valuable way to build up a nest egg for your retirement. It's the government's version of the popular 401(k) plan. The TSP is a payroll with-holding based plan. Investments are from pre-tax dollars and investment earnings are tax deferred until withdrawn.

FERS employees are allowed to invest up to 10 percent, up to a threshold set annually by the IRS (in 2000, \$10,500). Your agency will automatically contribute an amount equal to 1 percent of your basic pay each pay period. You make your own contribution by payroll deductions and your agency matches those contributions according to the following schedule:

#### **FERS Employee Investment**

First 3% of basic pay  
Next 2% of basic pay  
Next 5% of basic pay

#### **Agency Match**

\$1.00 for each \$1.00 you invest  
\$0.50 for each \$1.00 you invest  
0

CSRS and CSRS-Offset employees may invest up to 5 percent of salary in the program; they get no government contributions.

The TSP holds twice-yearly open seasons in which you can begin investments, change the amount of investment or change the allocation of how much money you have going into each of the TSP's investment funds. You also can move your account balances among the funds whenever you choose, up to once a month, through interfund transfers. The TSP sends participants statements during the open seasons showing their account balances, loan status, vesting status and other information.

There is a required waiting period before newly hired FERS employees can begin investing; they must wait until the second TSP "open season" after their hiring. Depending on how the open season coincides with a hiring date, this could mean a wait of nearly a year. Agency matching contributions don't start until the employee's own investments begin. However, the agency automatic 1 percent of salary contribution begins as of the hiring date.

#### **Investment Choices**

Currently, the TSP has three funds available:

- the Government Securities Investment Fund (G Fund), special Treasury issues with an average maturity date of about 14 years;
- the Common Stock Index Fund (C Fund), which tracks the Standard & Poor's 500 index of large U.S. stocks; and

- the Fixed Income Index Investment Fund (F Fund), a combination of corporate and government bonds.

In late 2000, two additional funds are added. One lets employees invest in a small capitalization index fund tracking the Wilshire 4500 (S Fund). The other is a foreign stock index fund tracking the Morgan Stanley EAFE index (I Fund).

### **In-Service Loans and Withdrawals**

You may gain access to your money during your working career through loans (and in-service withdrawals). When you take a TSP loan, you are borrowing from yourself. Loans are repaid through payroll allotments over the payment period specified in the loan agreement. You can repay the loan in full—plus any unpaid interest—before the end of your loan repayment schedule without penalty.

For additional information about TSP, go to its website at [www.tsp.gov](http://www.tsp.gov).

## **JOB PROTECTIONS**

### **Anti-Discrimination Laws**

Federal employees are protected from discrimination under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963 and Section 501 of the Rehabilitation Act of 1973. These laws are enforced by the Equal Employment Opportunity Commission. Generally speaking, under those laws it is illegal to discriminate in any aspect of employment on the basis of race, color, religion, sex, national origin, disability, or age.

Federal employees also are covered by the:

- Age Discrimination in Employment Act, which protects individuals who are 40 years of age or older from employment discrimination based on age.
- The Equal Pay Act, under which agencies may not discriminate on the basis of sex in the payment of wages or benefits, where men and women perform work of similar skill, effort, and responsibility for the same employer under similar working conditions.
- The Rehabilitation Act, which protects people who have physical or mental impairments that substantially limit one or more major life activities, have records of such impairments, or are regarded as having such impairments.

NAWCWD is committed to aggressive action to achieve and maintain equality of both opportunity and treatment for all employees. The Equal Employment Opportunity (EEO) Program is a systematic method by which that action is implemented. The Commanding Officer is delegated specific responsibility for the effective execution of the EEO program.

Although the EEO program is concerned primarily with efforts aimed at improving equality of opportunity for all employees, sometimes it becomes necessary for the office to address complaints of discrimination. EEO counselors are available to provide an



informal and confidential channel through which you may seek resolution to discrimination complaints on the basis of age, sex, race, color, religion, national origin or handicap. If you believe you have been discriminated against, you must contact the EEO Office within 45 days of the alleged discriminating event. For additional information, visit the HRD website at [www.hrdmugu.mugu.navy.mil/hrd](http://www.hrdmugu.mugu.navy.mil/hrd).

### **Appeal Rights**

Career employees may appeal many disciplinary actions and other personnel decisions they believe are adverse to them to the Merit Systems Protection Board. For further information, visit [www.mspb.gov](http://www.mspb.gov). Another form of appeal is the administrative grievance, which normally covers workplace disputes and disciplinary actions not within the MSPB's jurisdiction. The Navy's Administrative Grievance System can be found at [www.cpm.osd.mil/cpm/cpm.html#CHAP\\_0700](http://www.cpm.osd.mil/cpm/cpm.html#CHAP_0700).

### **Reductions-in-Force**

When an agency conducts a significant job reduction, it must use formal reduction-in-force procedures published by OPM.

For GS and FWS employees, these rules create four standards for determining which employees are released, and which are retained, either in their current positions or in another position:

- tenure of employment (such as type of appointment);
- veterans preference;
- length of service; and
- performance ratings.

For Demo employees, the order for determining which employees are released, and which are retained is slightly different:

- performance ratings;
- tenure of employment (such as type of appointment);
- veterans preference;
- length of service.

An agency is required to use the RIF procedures when an employee is faced with separation or downgrading for a reason such as reorganization, lack of work, shortage of funds, insufficient personnel ceiling, or the exercise of certain reemployment or restoration rights. A furlough of more than 30 calendar days, or of more than 22 discontinuous work days, also is a *RIF action*. (A furlough of 30 or fewer calendar days, or of 22 or fewer discontinuous work days, is an *adverse action*.)

### **UNION REPRESENTATION**

NAWCWD has four active unions at China Lake and one at Point Mugu. The bargaining units negotiate on behalf of employees, over various conditions of employment, although

generally not over compensation or other matters deemed to be in management's sole prerogative. You must be in a recognized bargaining unit to join a union; however, you do not need to be a dues-paying union member if you are in a bargaining unit. Copies of the negotiated contracts between NAWCWD and the bargaining units representing NAWCWD employees can be found at <http://www.nawcwpns.navy.mil/~hrd/contracts.pdf>

## **JOB RESTRICTIONS**

### **Ethical Conduct**

Underlying ethical principles for federal employees are two core concepts:

- employees shall not use public office for private gain; and
- employees shall act impartially and not give preferential treatment to any private organization or individual.

In addition, employees must avoid any action that would create the appearance that they are violating the law or ethical standards.

Rules govern subjects such as giving or accepting gifts, outside employment, abuse of position, required financial disclosures in certain situations and similar matters.

### **Political Activities**

Under the 1939 Hatch Act, federal employees face restrictions on their ability to participate in political activities. Congress amended the Hatch Act in 1993 to permit more political activity although many restrictions still apply. Certain agencies and categories of employees, primarily in national security and law enforcement, are covered by the stricter rules that predate that amendment.

Generally speaking, federal employees covered by the 1993 amendments may:

- be candidates for public office in nonpartisan elections;
- register and vote as they choose;
- assist in voter registration drives;
- express opinions about candidates and issues;
- contribute money to political organizations;
- attend political fundraising functions;
- attend and be active at political rallies and meetings;
- join and be an active member of a political party or club;
- sign nominating petitions;
- campaign for or against referendum questions, constitutional amendments, or municipal ordinances;
- campaign for or against candidates in partisan elections;
- make campaign speeches for candidates in partisan elections;
- distribute campaign literature in partisan elections; and
- hold office in political clubs or parties.

They *may not*:

- solicit or discourage political activity of anyone with business before their agency;
- solicit or receive political contributions (may be done in certain limited situations by federal labor or other employee organizations);
- be candidates for public office in partisan elections;
- use official authority or influence to interfere with an election;
- engage in political activity while on duty, in a government office, wearing an official uniform or using a government vehicle; or
- wear political buttons on duty.

### **PROMOTIONS AND TRANSFERS**

Agencies may promote, demote or reassign career or career-conditional employees under a variety of circumstances. They also may make time-limited promotions of up to five years to fill temporary positions, accomplish project work, fill positions temporarily pending reorganization or to meet other temporary needs. However, most promotions are made through one of two promotion channels—merit promotion plans and career ladder promotion plans.

Generally, general schedule employees who are promoted to a higher grade must receive a pay increase of at least two steps of the former grade. Wage grade employees who are promoted to a higher grade must have their pay set at a rate at least four percent higher than the second step of their former grades. Demo employees who are promoted to a higher level may receive a pay increase of up to ten percent of their salary. A career or career-conditional employee of one agency may transfer, without a break in service, to a competitive service position in another agency without competing in a civil service examination open to the public. A transfer-eligible may apply under vacancy announcements open to status candidates. An employee may transfer to a position at the same, higher, or lower grade level.

Present federal employees who are serving in the competitive service under a career or career-conditional appointment have eligibility for transfer to a position in the competitive service.

To transfer, they must meet the qualification requirements for the position. Employees must be found suitable for employment in competitive service positions. If the current appointment is subject to a suitability investigation, that condition continues after that transfer.

### **CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP)**

CEAP offers confidential assistance with personal, emotional, behavioral, alcohol and drug abuse, financial, marital, family, and legal concerns. It does not cover issues concerning equal employment, upward mobility, and grievances. The program provides problem identification and preventive counseling, referral for treatment, rehabilitation, or

other assistance. For further information about CEAP, call 939-2480 (China Lake), or 989-8161 (Point Mugu), or 679-1957 (White Sands).

### **GOOD LUCK!**

If you should have any other questions or concerns not addressed here, feel free to contact either your Administrative Officer or the Human Resources Department (HRD). A listing of HRD personnel is attached, as well as a listing of helpful internet websites.

### **Key Points of Contact**

#### ***Site Offices:***

Human Resources Department  
Code 730000D  
NAWCWD  
1 Administration Circle  
China Lake, California 93555-6100  
(760) 939-2434/DSN: 437-2434

Human Resources Department  
Code 730000E  
NAWCWD  
521 9<sup>TH</sup> Street  
Point Mugu, California 93042-5001  
(805) 989-3271/ DSN: 351-3271

NAWCWD Human Resources Information Line: (760) 939-3030

Web Intranet site: <http://hrdmugu.mugu.navy.mil/hrd/>

Web Internet site: <http://www.nawcwpns.navy.mil/~hrd/>

### Personnel Management Advisor (PMA) Teams

<b>Click here for HR Phone Directory.</b>	
	<b>White Sands Employees</b> – In addition to your PMA Team, you may call: Susan Brito,

### HRSC-SW TELEPHONE NUMBERS AND ADDRESS

Functions	Voice*	Fax*
Benefits & Retirements	DSN: 245-5554	DSN: 245-5548
Employment Verification	DSN: 245-5877	DSN: 245-5894
OPF & Documentation	DSN:245-5877	DSN: 245-5894
Processing & Pay Issues	DSN: 245-5994	DSN: 245-5862

\*Commercial prefix for all telephone and fax numbers: (619) 615-xxxx

HRSC-SW MAILING ADDRESS: Please address the envelope exactly as shown below, using capital letters, and be sure to include the HRSC Southwest CODE number, SUITE number, and Zip Code, including last four digits. If correspondence is directed to a particular person at the HRSC-SW, include the individual's name in the attention line.

**HUMAN RESOURCES SERVICE CENTER – SOUTHWEST (HRSC-SW)**

ATTN: CODE

525 B STREET, SUITE 600

SAN DIEGO, CALIFORNIA 92101-4418

Web: <http://www.donhr.navy.mil>

- Benefits and Retirement: Code 516
- Request for Document for OPF Code 517
- Employment Verification Code 517
- Staffing & Classification Code 535

**CIVILIAN EMPLOYEE ASSISTANCE PROGRAM**

**China Lake**

CEAP 939-2480 Dennis Burum

BurumCD@navair.navy.mil

CEAP Administrator:

Betty Miller -939-0880

[MillerBM@navair.navy.mil](mailto:MillerBM@navair.navy.mil)

**White Sands:** 678-1957

**Point Mugu**

CEAP 989-8161 Diane Jolley

Helpline (24-hours) (800)339-9597

JolleyDE@navair.navy.mil

Point Mugu POC:

Nancy Stock - 989-3225

[StockLN@navair.navy.mil](mailto:StockLN@navair.navy.mil)

**EEO COUNSELORS**

**China Lake**

Ferdi Carlos 939-3263

CarlosFB@navair.navy.mil

**Point Mugu**

Cec Cilley 989-3354, CilleyCA@navair.navy.mil

Liz Culver 989-3224, CulverEA@navair.navy.mil

**VETERANS SPECIFIC INFORMATION**

Department of Veterans' Affairs Regional Office (800)-827-1000

Fed. Bldg., 11000 Wilshire Blvd, Los Angeles 80024

\*Serving counties of Inyo, Kern, Los Angeles, Orange, San Bernardino, San Luis Obispo, Santa Barbara and Ventura.



## INFORMATION ON THE INTERNET

Office of Personnel Management  
Human Resources, NAWCWD  
Human Resources Service Center  
Thrift Savings Plan

[www.opm.gov](http://www.opm.gov)  
[www.nawcwpns.navy.mil/~hrd/](http://www.nawcwpns.navy.mil/~hrd/)  
<http://www.donhr.navy.mil>  
[www.tsp.gov](http://www.tsp.gov)